

## DEPARTMENT OF NATURAL RESOURCES

### POSITION DESCRIPTION

Working Title: Ranger  
Classification: Park Ranger  
Location: Multiple location available, see position description cover sheet

**Position Summary:** The Park Ranger is primarily responsible for facilitating customer service and public's safety within state designated parks, forestry, trails and other lands managed by the Wisconsin State Park System within the Bureau of Parks and Recreation. Specifically, this position will provide law and rule interpretation, recreation management, assistance with resource protection, managing public safety through maintenance and cooperation with law enforcement entities, education, preventative enforcement, facility management, security and administrative activities within the assigned area. This position will establish and maintain internal and external partnerships to include local government, law enforcement agencies, local interests, and other key stakeholders to establish and promote management, gain assistance with enforcement, and contribute to protection goals.

This position is a non-law enforcement (non-credentialed) position. It is responsible for providing park and recreation management services on state designated parks, trails and other lands managed by the Wisconsin State Park System.

**Geographic Scope and Travel Requirements:** This position will be assigned to a work unit within The Wisconsin State Park System. . This role travels frequently within the work unit's geographic boundaries as well as occasional statewide travel.

**Scope of Authority:** This position is supervised by the Work Unit Superintendent or Assistant Superintendent within the Bureau of Parks and Recreation Management, Division of Fish, Wildlife and Parks.

#### **Goals and Activities:**

##### **25% A. Provide Recreation Enforcement and Recreation Management**

1. Assist Department of Natural Resources (DNR) Law Enforcement (LE) Officers, sheriff departments, and local police on DNR owned or managed property to maintain public safety in a recreational setting.
2. Interpret and inform property visitors about applicable park Wisconsin State Statutes and Administrative Codes pertaining to DNR owned or managed properties.
3. Plan, direct and control an active visitor assistance program within the assigned geographic area, including educating the public on hunting, fishing, boating, motorized recreation, camping, trails, day-use, and forestry laws and rules.
4. Maintain, inspect, and repair all public use areas, such as campgrounds, roads, parking lots, and piers and boat launches.
5. Use Department camping reservation, hunting/fishing/trapping licensing systems, recreational vehicles registration systems, etc. to monitor and manage recreational offerings and services.
6. Monitor recreation facilities to ensure compliance with state statute, administrative rules, and health and safety standards.
7. Conduct patrols within the property to monitor the recreational offerings and identify rule and law infractions.
8. Conduct and assist with investigations of accidents or incidents to aid

both the enforcement of laws and the promotion of safety.

9. Secure evidence for law enforcement, and testify in cases that go to trial to obtain conviction of recreation violations.
10. Complete and maintain detailed reports, records, and statistics to ensure efficiency, effectiveness, and accountability of the park program.

**25% B. Provide Resource Enforcement and Resource Protection**

1. Plan and conduct patrols and perform preventative enforcement activities for the protection of habitat on state lands.
2. Perform land management activities for the property to include tree planting, and invasive species control as needed for recreational areas.
3. Participate in the planning and coordination of prescribed burns as it affects recreation management at the property.
4. Assist and provide rule information to visitors that are hunting, fishing, and trapping within the assigned area.
5. Monitor and report the collection of illegal fish, game, natural resources, and assist with the preservation of evidence for court.
6. Inform visitors of rules pertaining to plants, edibles, and rock gathering laws.
7. Respond to tribal issues and treaty rights with various tribal authorities as needed.
8. Assist with forestry law investigations and violations related to timber theft, forest product permits, and firewood transportation.
9. Work jointly with other DNR staff in the development of laws and DNR regulations intended to enhance the management and protection of natural resources to ensure such rules will be enforceable and effective, as well as supported by resource users.

**25% C. Conduct Public Safety, Education, and Preventive Law Enforcement**

1. Issue verbal warnings and written warnings to promote compliance with applicable park laws to ensure the safety of park visitors.
2. Conduct property patrols to identify and report public safety issues, concerns, and illegal activity as the eyes and ears for LE officers. Respond to law enforcement agency dispatched calls as a First Responder.
3. Conduct search and rescue or recovery of persons who are lost, missing, injured/ill or otherwise in danger.
4. Direct emergency, rescue or disaster operations as needed. In the aftermath of an emergency incident, investigate and secure designated use areas, protect visitors and their property, and conduct evacuations as necessary.
5. Deliver customer service by providing information about property facilities and recreational activities, department programs, and items of interest in the areas to increase public awareness, safety, and enjoyment. Answer visitor questions about all aspects of the property and natural surroundings.
6. Plan and prepare preventative programs and activities to maximize voluntary compliance with rules and regulations using proactive, problem-solving and rule enforcement philosophies. This will be done through one-on-one customer interactions, group programs, and foot/bike/recreational vehicle patrol contacts that are designed to familiarize and educate the public on resource management and other DNR services.
7. Resolve visitor issues and address conflicts between users.
8. Maintain an effective communications and positive public relations program by using proactive, problem-solving and preventative rule enforcement. Conduct public safety and education programs regarding the geological, geographical, cultural, historical, and ecological aspects of the assigned properties, and

- develop programs and outreach materials to inform the public and gain voluntary compliance with rules.
- 9. Demonstrate general outdoor skills and recreational activities. Develop programs and outreach materials to teach and promote sustainable, responsible, and safe outdoor recreation skills to the public.
- 10. Respond to special events and/or intergovernmental requests for assistance as necessary.

**15% D. Perform Facility Management and Safety**

- 1. Perform grounds maintenance activities including, but not limited to, mowing, snow removal/plowing, trail maintenance/grooming, use area maintenance, herbicide application, hazard tree and brush removal and other related tasks.
- 2. Safely operate and maintain park vehicles/equipment (trucks/trailers, tractors and other heavy equipment, all terrain vehicles (ATV's), snowmobiles, boats, grooming equipment, front deck riding mowers, and tools and gas/electric power tools, stationary shop tools and other equipment, etc.).
- 3. Maintain trails and signs to comply with regulations, standards and to protect and inform customers.
- 4. Post boundary signs and construct fence lines to delineate park boundaries, and maintain gates and entrance and exit points.
- 5. Perform annual procedures for all water distribution systems. Inspect, maintain, and repair well houses, pressure tanks, meters, gauges, shut-off valves, sample points, pressure relief valves, and controls.
- 6. Inspect, maintain, and repair water distribution systems. Take samples from drinking water systems and beach/swimming areas in order to protect visitor health.
- 7. Performs repairs to all buildings and park structures, including carpentry and woodworking, stone and masonry work, mechanical maintenance on systems such as steel doors, closers, and locks, to meet the program and property standards.
- 8. Perform general maintenance on septic systems and lift stations.
- 9. Perform routine building cleaning to meet public health standards.

**5% E. Provide Security and Administrative Functions**

- 1. Safeguard state inventories of valued and saleable items assigned to the employee.
- 2. Conduct the sale of admission stickers, trail passes, camping registrations, special use permits, commercial use permits, and collection of revenue for other permits/merchandise.
- 3. Monitor and collect revenue gathered from self-registration stations. Maintain key control for locks and security devices.
- 4. Provide onsite security for revenues collected. Provide secure transportation of revenues to financial institutions.
- 5. Provide for the secure storage of lost or stolen personal property of visitors.
- 6. Train, direct and lead, as assigned, limited term employees (LTE), community service workers, prison work crews, volunteers, and other non-DNR personnel.
- 7. Disseminate information regarding employment opportunities when applicable.
- 8. Lead and administer property development projects.
- 9. Perform and assist in administrative tasks associated with financial and operational record keeping.
- 10. Develop and maintain relationships with Friends and other external groups.
- 11. Attend and participate in public hearings, meeting, and other events.
- 12. Complete and maintain reports, property records, patrol logs, accident reports,

and customer complaints, warning records, violation notice records, equipment certification and maintenance records, vehicle logs, fuel reports, to ensure efficiency, effectiveness, and accountability of the parks program.

**5% F. Continue Professional Development**

1. Participate and demonstrate knowledge with job training.
2. Receive training; participate in district instruction and specialized training.
3. Meet and maintain Department of Natural Resources standards for employees and requirements.
4. Possess and maintained required equipment certifications.
5. Develop and maintain professional working relationships with State, County, municipal and other government and public safety agencies.

**Knowledge, Skills, and Abilities**

1. Knowledge and understanding of outdoor park and recreation/leisure services
2. Knowledge of general management of natural resources, including ecosystem management and management of specific flora and fauna species and/or animals common to state park and recreation areas.
3. Knowledge of first aid or first responder practices/techniques
4. Knowledge and understanding of relevant state laws/law enforcement issues relevant to outdoor recreation, administrative rules and policies, handbooks and manual codes, and regulations affecting lands owned or operated by the Wisconsin State Park System.
5. Skills in customer service
6. Skills in oral and written communications
7. Skills in the education delivery/presentations
8. Skills in grounds inspection, maintenance and repair techniques (lawn care/turf maintenance, pesticide application, snow removal, and recycling programs, wastewater treatment and public water supply, etc.)
9. Skills in facilities/building inspection, maintenance and repair techniques (carpentry, woodworking, and masonry, water distribution systems, etc.)
10. Skills in selling product/services, handling of receipts, and related fiscal record keeping
11. Skills in mentoring and coaching of limited term staff
12. Skills in preserving evidence and chain of custody protocols
13. Skills in building and maintaining positive interpersonal relationships
14. Skills in effective team building
15. Skills in conflict resolution, negotiation, problem solving and making decisions
16. Skills in computer software programs including word processing, Excel, e-mail applications and document management.
17. Skills in computer software for internet software such as licensing programs, reservation systems program.
18. Skills in PeopleSoft software program for timekeeping/expenses purposes
19. Ability to work with diverse customers from various backgrounds.
20. Ability to use to include observational memory techniques
21. Ability to interpret policies/procedures or laws/rules
22. Ability to operate hand and power tools safely (such as a saws, drills, sanders, stationary shop tools such as table saw, drill press, and miter saw)
23. Ability to operate various vehicles safely (such as ATV, utilities, trucks, trailers, etc., lawn care equipment, snow removal equipment, farm implements/heavy equipment, snowmobiles, boats and boating equipment.)
24. Ability to use monitoring and sampling devices, radios, GPS and other navigation equipment.

**Special Requirements:**

- Ability to possess and retain a State of Wisconsin driver's license/requirements and successfully pass the driver's license check needed to operate WI state vehicles.
- Ability to successfully obtain and maintain a pesticide and herbicide application certification
- Ability to successfully complete the Forest Industry Safety and Training Alliance (FISTA) safety and education course(s) needed for chainsaw operation and safety
- Ability to successfully complete incident command structure (ICS) training courses/certification
- Ability to work in excess of eight (8) hours per day, as needed and work often on nights, weekends and holidays, in all kinds of weather conditions.

**Physical Requirements and Environmental Factors:****Physical Requirements:**

The position requires bending at the waist, kneeling, crouching, crawling, climbing, balancing, lifting (occasionally up to 75 lbs.), carrying, pushing, pulling, reaching, handling, fingering, sitting, running, standing, talking, hearing, seeing (clarity of vision at 20 feet or more, clarity of vision at 20 inches or less – or correctable for vision clarity standards, and the ability to distinguish colors), and walking on foot.

**Environmental Factors:**

This position spends approximately 75% or more of its time outdoors, meaning the incumbent could be exposed to extreme cold (temperatures below 32 degrees for periods of an hour or more), and possibly extreme heat (temperatures above 100 degrees for periods of more than one hour).

There may be exposures to hazards and situations (such as proximity to mechanical parts, electrical current, etc.) and/or exposure to conditions that affect the respiratory system or skin such as fire smoke, odors, poison ivy and/or insect bites that could result in bodily injury if not properly handled. This position may be exposed to periods of great mental and physical stress requires the individual to be present under conflict situations.

**Telework Evaluation:**

This position is not suitable for telework.